

# CITY OF CINCINNATI



## SAFE AND CLEAN NEIGHBORHOOD FUND



## GRANT APPLICATION

Submit Completed Grant Applications to:  
Cincinnati Police Department  
310 Ezzard Charles Drive  
Fiscal & Budget, 3<sup>rd</sup> Floor  
Cincinnati OH 45214

Questions:  
(513) 352-2983  
[www.cincinnati-oh.gov](http://www.cincinnati-oh.gov)  
[safeandclean@cincinnati-oh.gov](mailto:safeandclean@cincinnati-oh.gov)

## City of Cincinnati Safe and Clean Neighborhood Fund

## GRANT APPLICATION

(6/03)

<b>Applicant Organization or Group NAME:</b>	
<b>ADDRESS:</b>	
<b>CITY/STATE/ZIP:</b>	
<b>PRIMARY CONTACT NAME:</b>	
<b>PRIMARY CONTACT PHONE:</b>	<b>FAX:</b>
<b>PRIMARY CONTACT E-MAIL:</b>	
<b>TOTAL BUDGET FOR THIS PROJECT: \$</b>	
<b>AMOUNT OF THIS GRANT REQUEST: \$</b>	
<b>COMMUNITY(IES) SERVED BY THIS PROGRAM/PROJECT:</b>	
<b>SIGNATURE(S):</b>	
<b>DATE:</b>	
<b>1. PROFILE OF THE ORGANIZATION:</b> <ul style="list-style-type: none"> <li>a. Give a brief summary of the organization’s history and purpose.</li>    <li>b. Briefly describe the organization’s current programs, projects or activities.</li> </ul>	

<p><b>2. Describe the overall project/program to be funded under this grant, using the SARA Model. (See Appendix for full description of the SARA Model.)</b></p> <p><b>a. SCANNING</b> (Identify problems using knowledge, police data, maps, citizen testimony about a problem that needs to be alleviated or eliminated to make the neighborhood safer and cleaner and more livable.)</p> <p><b>b. ANALYSIS</b> (Use observations and information technology to uncover problem characteristics and underlying causes; use the “why” to help shape the response or “what to do.”)</p> <p><b>c. RESPONSE</b> (Describe the specific solution to help alleviate or eliminate the problem identified in your community. Show how this is designed to target the focal problem.)</p> <p><b>d. ASSESSMENT</b> (Indicate the measurable outcomes this project/program solution will target, and how the process for measuring the results.)</p>
<p><b>3. Briefly describe how you propose to use the grant funds based on the following categories:</b></p> <p>--BLIGHT (i.e., abandoned buildings, graffiti)  --INFRASTRUCTURE (i.e., streetscape)  --SAFETY (i.e., Police visibility)  --OTHER (i.e., capacity-building technical assistance)</p>
<p><b>4. Timetable for the project/program:</b></p>
<p><b>5. Please indicate why your organization or group is qualified and appropriate to address this community need or problem?</b></p>
<p><b>6. What resources will your organization commit to this project to ensure a successful project? Please provide specific details in each category—in-kind staff time; in-kind services; in-kind goods; neighborhood volunteers; financial resources; collaboration with other organizations.</b></p>
<p><b>7. Please indicate the City departments and other governmental agencies (if any) with whom you have worked to analyze the problem and identify the proposed solution. (Feel free to include letters of support from such officials.)</b></p>
<p><b>8. Does this project/program supplement other neighborhood improvement activities? If yes, please describe those activities, including where improvements were and what partners helped accomplish them.</b></p>
<p><b>9. Does this project/program create a cluster of improvements in a focused area of the neighborhood? Please list other improvements and their locations. Do any of these activities involve Community Development Block Grant (CDBG) funding?</b></p>

<b>10. What are the measurable short-term and long-term outcomes of this project/program?</b>
<b>11. How will the community served be involved in the project/program evaluation?</b>
<b>12. How will the project/program results be sustained, once the specific aspect funded by the City is completed?</b>
<b>13. If this is an existing, ongoing project, please summarize past quantitative and qualitative outcomes.</b>
<b>14. Please list other funders this proposal has been or will be submitted. For each, indicate the amount requested, the status of the request (submitted, pending, funded, declined). If funded, specify amount.</b>
<b>15. Please attach a project/program budget (showing revenue and line-item expenses).</b>
<b>16. Please attach a letter of commitment from each collaborating organization, if applicable.</b>
<b>APPLICATION CERTIFICATION</b> <b>(Includes signatures, list of Board of Trustees for community organizations, release for publicity, etc.)</b>

# City of Cincinnati

## Safe and Clean Neighborhood Fund

### Guidelines, Grantmaking Process and Administration

#### *Background*

The intent of City Council in adopting Councilmember Pepper's motion to establish the Safe and Clean Neighborhood Fund is to support and encourage community-based and community-initiated efforts to improve neighborhood safety, eliminate blight and increase neighborhood livability through neighborhood-level problem solving approaches.

The City will invest up to \$2 million from the "Anthem Fund" (proceeds to the City from demutualization of Anthem) in the 2003-04 biennium (up to \$1 million per year). By providing grants to support neighborhood and community projects enhancing the safety and quality of life in the community, the Safe and Clean Neighborhood Fund will aim to benefit as many communities as possible.

The purpose of this document is to further develop the concept's vision, objectives and goals, and also outline the process of review and decision-making regarding grants from the Safe and Clean Neighborhood Fund.

#### *Vision of the Safe and Clean Neighborhood Fund*

The external vision describes an ideal but achievable condition for the community. The external vision or desired outcome in the community for the Safe and Clean Neighborhood Fund is that *Cincinnati's neighborhoods become a national model for safety and livability.*

The internal vision describes the ideal but achievable condition for the Safe and Clean Neighborhood Fund itself—its operation, its administration and its implementation. The internal vision is that *the Safe and Clean Neighborhood Fund is a recognized effective catalyst for citizen-led neighborhood initiatives that result in safer, cleaner and more livable neighborhoods in the City of Cincinnati.*

#### *Goals of the Safe and Clean Neighborhood Fund*

There are three goals for the Safe and Clean Neighborhood Fund:

- Provide financial support for one-time costs (not operating expenses) for neighborhood-led initiatives to improve quality of life within the City's neighborhoods
- Support and encourage community-based and community-initiated projects
- Improve safety, eliminate blight, and improve livability in the City's neighborhoods

#### *Number and Amount of Grants*

Through the Safe and Clean Neighborhood Fund, the City of Cincinnati will disburse up to \$1 million each year for two years. Grant applications will be solicited and grants made in the following categories according to the following calendar:

<i>GRANT TITLE</i>	<i>WHEN AWARDED</i>	<i>MAXIMUM AMOUNT OF EACH GRANT</i>	<i>MAXIMUM NUMBER OF GRANTS PER PERIOD</i>	<i>TOTAL MAXIMUM AWARDED ANNUALLY</i>
Community Impact Grant	Annually	\$100,000	1 per year	\$100,000
Neighborhood Improvement Grant	Quarterly	\$50,000	4 per year	\$200,000
Neighborhood Project Grant	Quarterly	\$15,000	2 per quarter	\$120,000
Neighborhood Focus Grant	Quarterly	\$5,000 or less	Allocation is \$140,000 per quarter; (the number of grants depends on size of awards)	\$560,000
Fund Advisory Committee Facilitation and Administration				\$20,000

### *Grantmaking Process*

Council will empanel a five-member Fund Advisory Committee to review grant applications and make recommendations for funding. Council's Neighborhood and Public Services Committee will receive and review the Fund Advisory Committee's recommendations for funding on a quarterly basis. City Council will then provide final approval for allocation.

Composition of the Fund Advisory Committee will be as follows:

- One representative from the Cincinnati Police Department; this representative will also serve as the Fund Advisory Committee's convener;
- One representative from Public Services Division;
- One representative from the City Manager's office;
- Two community members (representing a broad cross-section of the community) appointed by the Mayor and City Council.

Nominees will serve on the Fund Advisory Committee for the biennium. In the case of resignation or removal of a representative, the nominating party will replace their representative in time to participate in the upcoming quarterly round of application review and recommendation.

### *Quarterly Application and Disbursement*

On a quarterly basis, the Fund Advisory Committee will review applications from citizen and community groups and make recommendations to Council's Neighborhood and Public Services Committee for disbursement.

Provided are key application and disbursement dates:

<b>Activity</b>	<b>2003 2<sup>nd</sup> Qtr.</b>	<b>2003 3<sup>rd</sup> Qtr.</b>	<b>2003 4<sup>th</sup> Qtr.</b>	<b>2004 1<sup>st</sup> Qtr.</b>	<b>2004 2<sup>nd</sup> Qtr.</b>
<i>Deadline for applications</i>	June 13	Aug 15	Nov 14	Feb 13	May 14
<i>Fund Advisory Committee review and recommendations</i>	June 20	Sept 5	Dec 5	March 5	June 4
<i>Recommendations sent to Neighborhood &amp; Public Services Committee for approval</i>	June 24	Sept 8	Dec 8	March 8	June 7
<i>Recommendations sent to City Council for approval</i>	June 25	Sept 17	Dec 17	March 17	June 16
<i>Grants funded</i>	30 days	30 days	30days	30 days	30 days
<i>First outcomes report due from grantees</i>	December 2003	March 2004	June 2004	September 2004	December 2004

### *Eligibility and Criteria*

Grant applications will be accepted from a wide variety of community groups and organizations including neighborhood Community Problem-Oriented Policing (CPOP) teams, Community Councils, Neighborhood Business District organizations, Citizen on Patrol organizations, and other recognized community organizations such as neighborhood improvement groups, block watch groups, etc. Broad participation will be encouraged. Collaboration between and among various neighborhood groups and organization will also be encouraged in application and in the implementation of qualifying projects.

Projects must demonstrate measurable outcomes (changes in the conditions of safety, cleanliness and livability) as a result of having completed the funded program response. Grant applications must provide information according to four key selection criteria:

- Severity of the Problem or Condition;
- Leverage of Resources (financial, volunteers, etc.);
- Effectiveness of the Proposed Response (including measurable outcomes), and
- Partnership/Collaboration.

Strengths in these four criteria will enhance the competitiveness of any proposal.

## APPENDIX

### Statement of Need: SARA Model

The SARA Model—Scanning Analysis, Response, and Assessment—has been used for some time in problem-oriented policing (POP) as a methodical process for problem-solving. It is an integral part of the community policing underway in the City of Cincinnati and a requirement for Safe and Clean Neighborhood Fund grants.

*The four stages of SARA are:*

1. **Scanning:** spotting problems using knowledge, basic data and electronic maps.
2. **Analysis:** using hunches and information technology to dig deeper into problems' characteristics and underlying causes.
3. **Response:** devising a solution, working with and as a community, wherever possible.
4. **Assessment:** looking back to see if the solution worked and what lessons can be learned.

*Criteria for the Safe and Clean Neighborhood Fund grants include:*

- The program/project statement of need must reflect the Scanning and Analysis phases of the SARA Model applied to the community issue the grant is being requested to help solve.
- The statement of how the grant funds will be used must reflect the Response phase of the SARA Model applied to the issue the grant will be used to address.
- The Assessment phase of the SARA Model must be included in the grant request, indicating what the measurable outcomes (results) are, and how they will improve safety, cleanliness and overall livability of the target area against baseline measures prior to the project/program being implemented.
- Projects/programs must demonstrate a focus on “safe” and “clean” which together promote neighborhood livability.
- Collaboration with other organizations in the community will be looked upon favorably by the Fund Advisory Committee.
- All projects/programs receiving grants will be implemented within the City of Cincinnati limits.
- Projects/programs requesting funds must show evidence of matching funds from other sources (private donations, earned income, fundraisers, in-kind support) for the proposed project/program.
- All projects/programs must be initiated in the 2003-04 biennium and demonstrate measurable impact within one year from receipt of funds.
- Grantees must comply with the reporting guidelines imposed by the Fund Advisory Committee.